



MUSCOGEE (CREEK) NATION

HUMAN RESOURCE MANAGEMENT SERVICES

P.O. Box 580 - Okmulgee, OK 74447 - (918) 732-7827

JOB OPPORTUNITY

JOB TITLE: **BUS DRIVER/CUSTODIAN**

STARTING SALARY: \$ 21,112

LOCATION: HEAD START – Checotah

JOB DUTIES: Under the direction of the Center Supervisor, the Bus Driver/Custodian will work as a team member. Perform pre and post trip inspections, transport Head Start children to and from Head Start centers or field trips with children's safety the highest priority. Maintain mileage sheets, travel log and gas card receipts. Must have knowledge of minor vehicle maintenance. Responsible for reporting any mechanical problems, accidents, or concerns that may affect the smooth and safe transportation of the Head Start children.

Deliver and retrieve supplies and equipment at the Creek Nation complex and/or offices. Maintain and clean the center, playground, equipment, and bus daily. Maintain adequate janitorial supplies. Perform minor repair and needed maintenance on buildings and equipment. Maintain the lawn. Complete facility & transportation documents, checklists, forms, and reports in a timely manner. Must attend all appropriate trainings, workshops, meetings and implement knowledge and techniques gained. Perform all other related duties as assigned by the Center Supervisor or Manager.

QUALIFICATIONS: **Minimum Requirements:** High School Diploma or GED with a good driving record and able to lift 50 pounds. Valid Oklahoma Driver's License and obtain an Oklahoma Bus Drivers Certificate and CDL within the first six weeks. Must obtain a CPR and First Aid Certification. Two years experience using power tools, lawn care, and general knowledge of building construction. Must submit to and pass all necessary background checks and drug testing. Must have an annual physical and an initial TB skin test and submit copy to the Center Supervisor.

Preferred requirements: Commercial/Chauffeurs' Driver's License.

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED
MUSCOGEE (CREEK) AND INDIAN PREFERENCE**

OR APPLY ONLINE AT: www.muscogeenation-nsn.gov